

Professional and Managerial Branch
Cultural Group
Recreation Series

RECREATION PROGRAM SUPERVISOR

08/99 (CDH)

Summary

Under general supervision, coordinate and control through subordinates, and engage in activities at a designated small recreation site or aquatics cluster, or for an assigned program, or assist with the execution of such functions for a cluster of recreation sites.

Typical Duties

Plan, organize, implement, direct and conduct a variety of assigned recreation programs and social support services to meet the needs and interests of participants and targeted groups. Involves: consulting with participants, supervisors, community and social agencies; developing and setting up arrangements for approved recreation programs, social activities and events, and sports events for a variety of age and cultural groups; overseeing or conducting classes in adult and children arts and crafts, social games and recreational activities; recommending program changes and improvements; investigating complaints and suggestions from participants, resolving complaints or recommending resolutions; preparing routine reports and assisting with development and preparation of special data requirements, recommending capital expenditures and assisting with budget preparation.

Schedule and implement use of facilities, materials and equipment at an assigned site. Involves: maintaining records of program participation, material and equipment inventories and preparing activity and related reports and communications; assuring buildings, structures, pools, sports fields, playgrounds and equipment are maintained in clean, safe and operating condition; directing and assisting in setting up and storing equipment and materials; decorating facilities and grounds for special occasions; issuing and receiving equipment and materials; collecting and accounting for fees or other assessments from participants; registering participants and providing information to the public on programs and services.

Supervise a small group assigned recreation leaders or specialist, other general services or contract employees and volunteers. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting during temporary absences for coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or requested activity or status reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Recreation Management or a related field; plus one (1) year of professional level experience organizing and conducting recreational activities for a variety of age or cultural groups; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: recreation programs, facilities, safety factors and equipment; coaching and training techniques. Some knowledge of: theory and philosophy of recreation and application to individual and groups.

Ability to: plan use of facilities, supervise and train subordinates and volunteer workers; enforce regulations firmly, tactfully and impartially; establish and maintain effective working relationships with officials, and fellow employees; meet with and respond to general public inquiries and complaints, resolve complaints within guidelines or as directed; maintain records and prepare reports.

Skill in: One or more craft or social recreational activities sufficient to conduct classes on subject; safe operation and care of a motor vehicle.

Physical Requirements: Frequent: mobility in indoor and outdoor environments to monitor activities. Occasional: lifting, carrying, pushing or pulling of moderately heavy objects, averaging up to fifty (50) pounds, to set up recreation equipment or supplies; driving through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Subject to call back in unusual or unforeseen situations, and working flexible hours, weekends, holidays and mandatory overtime as required.

Director of Personnel

Department Head

OFFICIAL